



Fall 2002
Volume 2, Issue 4

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Cyd V. Grimes, C.P.M.
Purchasing Agent

TRAVIS COUNTY COMMISSIONERS COURT

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Pct. 2 Commissioner Karen Sonleitner
Pct. 3 Commissioner Margaret Moore
Pct. 4 Commissioner Margaret Gomez

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TRAVIS COUNTY PURCHASING QUARTERLY

Sylvia Lopez, Contributing Editor
Jorge Talavera, Designer/Writer

Travis County Purchasing Office
314 West 11th Street, Suite 400
Austin, Texas 78701
(512) 854-9700

Travis County Purchasing Quarterly

In the Spotlight

David Moreno

By Jorge Talavera

Some people thrive on recognition in the workplace. David Moreno is not one of them.

"I do my job and that's all I need. I don't care about the pats on the back," David says with a smile, an expression he does not care to muster up in photographs. "I don't like pictures either," he says.

Interviews also apparently do not top David's list of favorite things, as he seems determined to make it a challenge for me. With a reserved demeanor, he chews his gum and offers brief answers before he loosens up, a little. It is because he admittedly has done his best to stay out of the spotlight, though he refutes the idea that he is shy.

"I'm just quiet...recognition is not what makes me tick," he says. What does? "Just knowing that I'm doing my best, in my personal life and at work."

"Liking what I am doing is what enables me to perform my job. I can't imagine going to work day in and day out to a job I absolutely did not like," David says.



But every job comes with its share of adversity. "It's always a different challenge in construction, but it gives us something to talk about."

David makes it a point to deal with difficulties by not taking anything personally. "Customers get upset at times over decisions that are made and it creates tense moments...but it's only business. I'm doing my job and they're doing theirs. Shrug it off and move on to the next problem."

With 12 years experience in purchasing, particularly in service and construction contract administration, there is yet to be a procurement that has made him want to change careers. Not bad for

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Liaison Appreciation Workshop Brings Together Buyers, County Departments

By Jorge Talavera

Purchasing liaisons and county purchasing staff walked into a room filled with familiar voices on August 28th, and faces they had never seen.

As county staff arrived in groups of three or four to the Central Christian Church fellowship hall at 12th and Guadalupe, colleagues who knew each other on a first name basis and had worked together via phone or email for months or even years, met face to face for the first time.

"I enjoyed placing names to all the faces we work with, not only Purchasing, but other departments as well," said Amanda Valdes, of the County Attorney's Office.

With representation from over 30 county departments, some liaisons walked to the workshop while others carpooled from remote county locations. All came to get posted on

upcoming changes in the purchasing process and ask the questions that only purchasing staff could answer.

Sylvia Lopez, Travis County Historically Underutilized Business (HUB) Coordinator, commenced the event, welcoming the crowd of about 70 and introducing Purchasing Agent Cyd Grimes, the event's emcee. Cyd introduced Judge Biscoe as a champion for purchasing and the HUB program.

The judge praised liaisons for the important function that they perform offering a "personal note of appreciation" recognizing liaisons purchasing functions as supplementary obligations, "I know it is additional work...that you have other duties and responsibilities."

"The county is big," Judge Biscoe

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Buyer INSIGHT

By Rose Garcia and Loren Breland (list from a seminar conducted by Mary Mattley, CPPO, CPM, Director of Purchasing of Wichita Public Schools)

Texas law mandates formal competitive solicitation for the purchase of goods or services that exceed \$25,000, meaning competition must be sought and thorough specifications must be created to outline the scope of the goods or services to be purchased.

For departments, that means getting "specs" in as early as possible for purchases that have been approved in their budget. A lead-time of two to three months is required from start to finish before an award can be made, so it is prudent not to wait until the end of the year to submit "specs" to Purchasing. Lead-time does take into account the minimum 21 days of advertising required and any time necessary to complete the specifications.

The checklist below provides a helpful guideline of items to consider when writing specs:

- | | |
|--|--|
| 1. Item Name and Description | 15. Scope and Objective |
| 2. Size Requirements | 16. Type of Materials to Use in Construction of Item |
| 3. Packaging Requirements | 17. Color |
| 4. Testing Procedures and Requirements | 18. Weight |
| 5. Allowance for Alternates | 19. Mechanical Performance Requirements |
| 6. Quantities and Allowance for Change of Quantities | 20. Performance Tolerances |
| 7. Delivery Instructions | 21. Electrical Requirements |
| 8. Finance and Payment Instructions | 22. Space Requirements |
| 9. Institutional Standards | 23. Climate Control Specifications |
| 10. Qualified Products Listing | 24. Method of Manufacture |
| 11. Compatibility | 25. Environmental Concerns and Requirements |
| 12. Disposable Supplies Required | 26. Recycled or Recyclable Materials |
| 13. Installation/Assembly | 27. Safety Data Sheets |
| 14. Warranty/Maintenance | 28. Method of Disposal |



Liaison · Continued from Page 1

acknowledged, "We have many facilities, up in the 25 to 30 range with just under 4,000 employees...and we do a whole lot of purchasing of a variety of services and products."

"I enjoyed placing names to all the faces we work with, not only Purchasing staff, but other department staff as well."

"Those individuals in the different offices that need the services know a lot more about what we need than a single office like Purchasing or the County Judge's office...so we rely on you and the assistance that you give us."

Cyd also expressed her gratitude for the liaisons' added work, adding that the County spends around \$200 million a year through purchasing. Purchasing staff present then

From top left: Sharon McKinney, Office of Commissioner Pct. 2, introduces herself as Dale Cornibe, Media Services, videotapes her. **Above (from left):** Rose Garcia, Purchasing; Gwen Carroll, Juvenile Probation; Steve Berezovych, Justice and Public Safety; Jana Collins, Community Supervision and Corrections Department; Loren Breland, Purchasing; and Mary Swanson, Sheriff's Office. **Top Right:** Judge Samuel T. Biscoe sharing a laugh with the crowd. **Right:** Donald Rollack, Cyd Grimes, and Eric Francois, Purchasing. **Bottom Right:** Purchasing Liaisons enjoying the presentation

introduced themselves and shared the types of purchases that each focuses on. Liaisons followed suit before moving onto the question and answer session.

Requests for hands-on training was the most prevalent request, on which work is now underway through utilization of the Intranet. An easily accessible commodity code listing has been made available on the Intranet that points to the Texas Building and Procurement Commission's NIGP codes. Though not exactly like the County's commodity codes, NIGP codes do provide a good guideline for departments seeking commodity codes. Q



Frequently Asked Questions

Q: When submitting a work stoppage order, what is the turnaround time for the order to receive a Purchase Order number?

A: Normally, from the moment that a work stoppage order is submitted, the turnaround time should be no more than one business day. Commodity and sub-commodity codes must be verified, as well as vendor information, pricing and any other pertinent information. However, competition is still occasionally sought to ensure market value, which can delay the order.

Q: Can I get a list of Purchasing personnel with the services or contracts they handle?

A: Yes. To receive a current list of Purchasing personnel and what they handle you may contact the Historically Underutilized Business (HUB) Office. Although several buyers purchase goods or services on distinct levels allowing buyers to make the same types of purchases, buyers do have specific areas on which they concentrate. That listing is available on the County Intranet under the heading "Travis County Buyers."

Q: Is there a help line you can call when you're not sure who to call?

A: If in doubt about who to call about a specific issue or problem, simply call the main Purchasing number and explain the situation to administrative staff. Someone can then direct you to the proper buyer or other purchasing staff to assist you.

Q: Who do I contact for Custom Options access in your office?

A: Contact Scott Worthington, Business Systems Consultant, at scott.worthington@co.travis.tx.us with requests for Custom Options access.

Q: Why do some invoices have to be done manually?

A: Some purchases do not require a Purchase Order (PO). When a purchase order is not required, a Request for Payment (RFP) should be submitted in place of a PO. These include purchases that do not go through the Purchasing Office or HTE system because they are state funded, for example.

Additionally, purchases that are not mandated by law to be purchased through the Purchasing office such as appropriations and travel encumbrances can be made using an RFP.

Q: Does Purchasing accept electronic or faxed bids for formal solicitations?

A: No. All formal bids currently submitted to the County must be the original sealed document. *Q*

Purchasing Staff Phone List

Main Number (512) 854-9700

Purchasing Agent	Cyd Grimes	854-9761
Asst. Purchasing Agent	Frank Holder	854-9451
Asst. Purchasing Agent	Bonnie Floyd	854-4173
Business Sys. Consultant	Scott Worthington	854-4851
HUB Coordinator	Sylvia Lopez	854-4561
HUB Specialist	Jorge Talavera	854-9914
Purchasing Agent Asst. III	Lolly Jones	854-4204
Purchasing Agent Asst. III	Lori Clyde	854-4205
Purchasing Agent Asst. III	Rose Garcia	854-9763
Purchasing Agent Asst. III	Loren Breland	854-4854
Purchasing Agent Asst. III	Steve Parks	854-9764
Purchasing Agent Asst. III	Richard Villareal	854-4881
Purchasing Agent Asst. II	Ella Hill	854-4853
Purchasing Agent Asst. II	Manuel Perez	854-9762
Purchasing Agent Asst. I	Donald Rollack	854-9760
Purchasing Agent Asst. III	Lou Britt	854-4852
Purchasing Agent Asst. III	Jason Walker	854-4562
Purchasing Agent Asst. III	Eric Francois	854-9853
Executive Assistant	Lana Boling	854-9766
Purchasing Clerk IV	Melissa Hanson	854-9915
Purchasing Clerk III	Juan Gonzalez	854-9916
Purchasing Clerk III	Elsa Uresti	854-9917
Purchasing Clerk II	Betty Chapa	854-9918
Fixed Asset Manager	Ron Dube	854-6458
Warehouse Supervisor	Dan Rollie	854-6459
Fixed Asset Associate	Matt Phillips	854-6459
Purchasing Agent Asst. IV	Marvin Brice	854-9765
Purchasing Agent Asst. IV	Sylvia Gonzalez	854-5860
Purchasing Agent Asst. IV	David Moreno	854-4850
Purchasing Agent Asst. IV	Jerry Raisch	854-9724

Quarterly Quote

“Success is to be measured not so much by the position that one has reached in life as by the obstacles that one has overcome while trying to succeed.”

-Booker T. Washington

Special Events Calendar

Waco
10/23/02

Congressman Chet Edwards 2002
3rd Annual Texas Procurement
Conference

Hosted by:

National Association of Purchasing
Managers (NAPM) of Central Texas,
City of Waco, Texas Building and
Procurement Commission and
several others

Location & Time:

Waco Convention Center
8 a.m. – 5 p.m.

For information call:

Gwen Streeter at (254) 714-0077 or
1-800-349-7232
or visit www.ctxpc.org

Nacogdoches
10/24/02

Eighth Vendor Fair and Exhibit

Sponsored By:

Stephen F. Austin State University

Location & Time:

University Center Grand Ballroom
8 a.m. – 5 p.m.

For more information call:

Alicia Chrismer
at (936) 468-4157

San Antonio
12/11/02

Small Minority and Women Business
Owners Conference

Sponsored by:

Bexar County, City of San Antonio
and Sen. Leticia Van de Putte

Location & Time:

Henry B. Gonzalez Convention Center
For more information call:
Rene Watson at (210) 335-2478 or
Grace Luna at (210) 207-3915 or visit
www.sanantonio.gov



County Buyer Called to Active Duty

By Jorge Talavera

Manuel Perez, a Travis County Commodities Buyer, has been called up to serve our great nation in the battle against terror.

A member of the Army Reserves, he will be responsible for a Field Artillery battalion of approximately 250 soldiers. Manuel will be missed and will be kept in our thoughts in the hopes that his mission is successful and his return safe.

"We've got some unfinished business," Manuel says as he packs a few final items on his last day in the office. It is Manuel's "second time around," after his service in the 1990-91 Desert Shield/Storm Operations. "Our objective," he says, "is to ensure that everyone around the world enjoys the civil liberties that our great nation enjoys."

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someone who was assigned to be a Contracting Specialist during his first six weeks in the military, without having an earthly idea what it was. He enlisted "open general," similar to an undeclared student in college.

"I didn't know what I wanted to do, so they told me I could be a contracting specialist. It sounded good but I had no idea what it was...I actually thought I was going to be doing construction work. It turned out really well and here I am...I was lucky."

But luck plays no role in being a successful procurement specialist. Being open-minded, professional and fair are the unspoken qualities that he feels make a good buyer, along with "caring about what you do and knowing when to ask for help," David adds, "because you're just not going to

His absence has already been felt because although a uniform may designate a soldier, Manuel has admittedly never been uniform. "In every group there is an individual that's not normal and that's me. I refuse to be normal...that's just my personality."

Manuel says that he will miss the Purchasing Office and other county department staff that he worked with, but always good for a laugh, he adds that he will miss his fellow commodities buyers the most "because they're all bilingual now." Manuel would be celebrating his two-year anniversary with the County on October 9th.

He has no regrets about his time at the County except that he had to leave on such short notice. Joking aside, Manuel thinks his outrageous personality and sense of humor "rubbed off on some people for the good."

He also offers his take on appreciating the liberties we all enjoy and living each day to the fullest, treating everyone according to the golden rule. Manuel says he appreciates and will miss "the tolerance that people had with my behavior," and promises, "I'll be back."

Unable to disclose his station, Manuel says, "just look for me on CNN." He was bid farewell with an honorary lunch and breakfast when he departed in early August, and he plans to return to the County when his mission is complete, which could extend over a year.

In Desert Storm, Manuel received a Bronze Star for his bravery and efforts. "This time," Manuel declares, "I'll make sure to bring back the Silver Star." ¶

know all the answers."

There is certainly no clear cut answer to increasing Historically Underutilized Business (HUB) utilization, but that does not prevent David from being one of the office's strongest advocates.

"A lot of HUBs are just looking for a way to get in the door, a point of contact...they want to take that first step," he says.

David feels that "taking the time to talk to them, educating them on the process," is what County staff can do to support the program.

Always willing to offer his input and ideas to improve the HUB program, David was honored with an award last year recognizing his above and beyond support of the program.

Another recognition to add to the collection that David is not even counting. ¶

NOTEWORTHY...

As the new fiscal year begins, the Travis County Purchasing Staff would like to remind departments that we are here to serve your needs and are available to answer questions and address concerns that you may have regarding purchasing.

Though many that work in the Travis County Administration Building at 11th and Guadalupe may continue to call it the Stokes building, the Commissioners Court voted to officially rename it the Ned Granger Administration Building on September 24, 2002. Travis County purchased the building from the original owner John Stokes in 1981. The late Mr. Granger, who served as County Attorney from 1968-1976, will now be commemorated for his contributions to Travis County Government with the renaming and a historical plaque that will be mounted on the building.

Travis County Purchasing Agent Cyd Grimes was featured in the August 29th issue of "The Austin Times." Cyd was interviewed by Kim Kelsall, discussing the various responsibilities her position entails and some of the situations she has encountered in her ten years as an appointed official, the longest tenure ever held by a Travis County Purchasing Agent. The article is now available for viewing on the Intranet under "Purchasing Agent Reaches 10-Year Mark"

November elections will be the showcase for the County's new computerized voting system, on which Purchasing saved the County \$2 million.

The Travis County Purchasing Quarterly is a work in progress that will continue to grow and improve.

We are always open to your suggestions so please feel free to email your ideas to jorge.talavera@co.travis.tx.us.

We at the Travis County Purchasing Office are striving to improve our service to you. Please let us know how we can better serve you.



When visiting the Purchasing Office, to ensure that you are serviced efficiently, please stop at the front desk. All documents will be logged in, date stamped and distributed appropriately. If you need to speak with a staff member, someone in the Purchasing Office will be happy to assist you.